

Beaverton City Library  
Advisory Board Meeting  
March 12, 2008

Attending:

Bob Becker (Chair)  
Dick Colville  
Ann Doyle  
Dot Lukins  
Wayne Whitbeck (Vice-Chair)  
Carl Teitelbaum (Alternate)  
Bruce Dalrymple (City Council Liaison)  
Ed House (Library Director)  
Darla Day Parker (Admin. Assistant)

Absent:

Ramona Crocker  
Kimberly Hurd

Meeting was called to order at 6:30 by Bob Becker, Chair.

1. Introduction of new City Council Liaison: Bruce Dalrymple.

Ed introduced Bruce Dalrymple to the Library Board. After greeting Board members Bruce shared some personal remarks about himself and his family, and commented on his work as part-owner of Touchmark, a Beaverton headquartered business renowned for developing and managing retirement communities throughout the USA and Canada. Bruce said he and his wife are avid library users and will gladly assist the Board in any capacity beneficial to the Library.

2. Read and approve minutes of February 13, 2008 meeting.

Last month's Board minutes were read and approved. Ed brought to the attention of the Board that the minutes are a matter of public record. As such, they require the signature of the Library Board Chair upon their approval and then are sent to the City Recorder's office for filing. Therefore, Bob Becker (Chair) signed both the January and February minutes.

3. Public Forum:

There was no public forum.

4. Council Liaison's Report:

Bruce will transmit to the Library Board any relevant information discussed by the City Council, and reciprocally inform City Council of significant Library events and activities.

5. Librarian's Report:

- General Comments –
  - Library Volunteer Coordinator, Jennifer Johnson, mailed invitations to Board members to attend a Volunteer dinner scheduled for April 1 at 6:00 PM. The dinner will use the Emmys as its theme, rolling out a red carpet for the entrance of volunteers. Board members must RSVP on or before March 26.

- The Annual Library User Survey will be conducted March 24 through April 6. This will be the fourth year patrons have been asked to respond to the Survey. Volunteers will staff tables in the lobby.
- Ed provided Board members with a calendar of upcoming Library events scheduled during March and April and encouraged Board members to check the BCL Website for further information. As an example of what might be found there, Ed cited the March 16 Library performance of the Irish group *Innisfree*. Ed distributed copies of the current Washington County Newsletter and pointed out the “Hearing Voices” activities scheduled for Beaverton and other WCCLS libraries.
- The Children’s department has been offering an “Every Child Ready to Read” workshop for parents, with the next session to be held on Monday, March 17. This program provides tips to parents wishing to enhance the reading skills of their children.

- Competitiveness –

Carl said he is frequently unable to check out books listed as *Best Sellers* because they are not readily available. Instead, he has to put a title on hold. As an example, he attempted to check out a book, *Killer Heat*, by Linda Fairstein only to discover that fourteen or fifteen copies existed in the entire County and that Beaverton had none showing in the catalog. Carl requested a hold for the book only to find that he was number seventy on the Holds List. He said “we just do not have the books” and Beaverton needs to have several copies of books that are this popular. Other Board members shared Carl’s disappointment and sentiments.

Ed explained that Beaverton frequently has books on standing order, but they do not show up in the catalog until they arrive. Michele will check to see if our vendor could arrange for our standing orders to show up in the catalog as “on order”.

Ed said the Management Team is working on developing and implementing new ways to order and process materials. They are encouraging selectors to utilize the Sizzlers List and other tools to determine what the library needs to meet the public’s expectations. Department workloads and innovative restructuring of procedures for optimal efficiency are being examined, along with improved utilization of vendors to increase availability of new items for the public. The Library has requested Midwest Tape place us on their standing order plan for DVD’s, thereby enabling the Library to become more competitive with other WCCLS libraries.

The Management Team developed a Competitiveness Spreadsheet to define tasks, set completion dates, and to assign managerial accountability. The spreadsheet will be updated as assignments are completed. Board members requested the spreadsheet be included in the Library Board’s agenda in order to remain current with managerial efforts to enhance Beaverton’s circulation competitiveness.

- New Reports and Statistics –

- The February statistical report shows a continued decline of reference questions due to the public’s increasing usage of the Internet to answer questions. Self-check utilization remains at 53%, which is consistent with statistics for the last several months. Beaverton’s circulation for February was up 13.95% over February of last year, but below the WCCLS average of 17.41%.

- Trust Fund Report –
  - Wayne Whitbeck donated \$1,000 for the purchase of a laptop, and the Friends of the Library donated \$210.74 for a flat screen monitor. Ed requested approval of both expenditures from the Library Trust Fund. The Board unanimously approved the expenditure of Library Trust Funds for both of these items.

#### 6. WCCLS Report:

- The Executive Board and Policy group will be meeting on March 19 to discuss hosting a County-wide In-Service Day. Long-range plans for expanded Library services to the unincorporated areas will also be discussed.

#### 7. Committee Reports:

- Foundation Board –
  - The Foundation Board will meet on March 20 to discuss the mailing to solicit support for the Summer Reading Program from area residents and businesses.
- Friends of the Library –
  - The Friends met on March 11 and welcomed Donna Wade as a new member. They will be hosting a membership event scheduled for May 4. The theme will be “*I Can’t Live without Books,*” which is a quote from Thomas Jefferson. Cathy Stanton will be a guest speaker and will present a brief talk on *First Ladies*. The Friends are also working on updating their webpage.

#### 8. Old Business:

- Children’s Room Re-design Up-date –
  - The redesign of the Children’s area is moving forward. Spacesaver’s estimate to move shelving in the children’s area is \$21,000. On March 13, Lyle Movers will submit an estimate for the cost of moving the books.
- WCCLS Website –
  - The Board discussed difficulties they experience with the WCCLS Website. Ed told the Board that he relayed the problems they encountered when using the Website to WCCLS staff. He suggested to WCCLS that they seek input from users and member libraries regarding the revamping of the Website. The Board asked Ed to convey the urgency of this issue to Eva and emphasize the importance of WCCLS seeking the consultant’s advice about Website problems and possible solutions. Carl told Ed he would like to participate on any future committees that may be formed to look at the WCCLS Website and he requested that Ed relay his desire to the proper WCCLS staff.

#### 9. New Business:

- Introduction of “Ground Rules” for Board meetings–
  - Bob, Ramona and Ed attended a workshop on how to conduct meetings and the importance of setting ground rules for the effectiveness of meetings. Bob proposed to bring this material to the meeting on April 9 for further discussion. The Board agreed.

#### 10: Set Date for next Advisory Board meeting:

- The next meeting was set for April 9 at 6:30 PM in the Administrative Conference Room.
- Ed will assign Library Managers to represent him at the May 14 meeting due to his scheduled absence.

11. Call for Agenda items for next Advisory Board meeting:

- Introduction and discussion of "Ground Rules" for Board meetings.

The meeting was adjourned at 8:07 PM.

Respectfully submitted by:

Darla Day-Parker

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Approved by: Library Board Chair

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Date